

**The University of the State of New York
THE STATE EDUCATION DEPARTMENT**
(see instructions for mailing address)

**PROPOSED BUDGET FOR A
FEDERAL OR STATE PROJECT**
FS-10 (03/15)

Local Agency Information

Funding Source: ARP-ESSER, Part 2

Report Prepared By: Kristin Woodhead, School Business Manager

Agency Name: Bolivar-Richburg Central School

Mailing Address: 100 School Street

		Street
Bolivar	New York	14715
City	State	Zip Code

Telephone #: 585-928-2561 County: Allegany

E-Mail Address: kwoodhead@bolivarrichburg.org

Project Operation Dates: 03 / 13 / 2020 09 / 30 / 2024
Start End

INSTRUCTIONS

- ❖ Submit the original budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to the Grants Finance.
- ❖ Enter whole dollar amounts only.
- ❖ Prior approval by means of an approved budget (FS-10) or budget amendment (FS-10-A) is required for:
 - Personnel positions, number and type
 - Equipment items having a unit value of \$5,000 or more, number and type
 - Minor remodeling
 - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
 - Any increase in the total budget amount.
- ❖ Certification on page 8 must be signed by Chief Administrative Officer or properly authorized designee.
- ❖ High quality computer generated reproductions of this form may be used.
- ❖ For further information on budgeting, please refer to the Fiscal Guidelines for Federal and State Aided Grants which may be accessed at www.oms.nysed.gov/cafe/ or call Grants Finance at (518) 474-4815.

SALARIES FOR PROFESSIONAL STAFF: Code 15

Include only staff that are employees of the agency. Do not include consultants or per diem staff. Do not include central administrative staff that are considered to be indirect costs, e.g., business office staff. One full-time equivalent (FTE) equals one person working an entire week each week of the project. Express partial FTE's in decimals, e.g., a teacher working one day per week equals .2 FTE.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
2021-2022 School Year <i>Activity 16 - Learning Loss</i> Elementary STEAM Teacher	1.0 FTE	\$89,976	\$89,976
2022-2023 School Year <i>Activity 16 - Learning Loss</i> Elementary STEAM Teacher	1.0 FTE	\$98,974	\$98,974
2023-2024 School Year <i>Activity 16 - Learning Loss</i> Elementary STEAM Teacher	0.391 FTE	\$108,871	\$42,569
Subtotal - Code 15			\$231,519

SALARIES FOR SUPPORT STAFF: Code 16

Include salaries for teacher aides, secretarial and clerical assistance, and for personnel in pupil transportation and building operation and maintenance. Do not include central administrative staff that are considered to be indirect costs, e.g., account clerks.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
2021-2022 School Year <i>Activity 19</i> School Nurse	0.63 FTE	\$60,000	\$37,800
2022-2023 School Year <i>Activity 19</i> School Nurse	0.50 FTE	\$61,800	\$30,900
2023-2024 School Year <i>Activity 19</i> School Nurse	0.50 FTE	\$63,654	\$31,827
Subtotal - Code 16			\$100,527

PURCHASED SERVICES: Code 40

Include consultants (indicate per diem rate), rentals, tuition, and other contractual services. Copies of contracts may be requested by the State Education Department. Purchased Services from a BOCES, if other than applicant agency, should be budgeted under Purchased Services with BOCES, Code 49.

Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
2021-2023 School Years <i>Activity 18</i> <u>Elementary School</u> - Upgrade to HVAC system to include replacement of the UV disinfection unit and rooftop unit on the gym. <u>Middle/High School</u> - Upgrade to HVAC system to include UV replacement and boiler replacement	CPL Engineering	(UV replacement: parts and labor = \$200,000) + (RTU replacement: parts and labor = \$269,135) (UV replacement: parts and labor = \$150,000) + (Boiler replacement: parts and labor = \$423,388)	\$1,042,523
2021-2022 School Year <i>Activity 20</i> Financial Planning services contract to facilitate long-term fiscal plan development and implementation to assist district in recovering from the pandemic.	LG Timbs, Inc.	500 hours x \$100/hour	\$50,000
2022-2023 School Year <i>Activity 20</i> Financial Planning services contract to facilitate long-term fiscal plan development and implementation to assist district in recovering from the pandemic.	LG Timbs, Inc.	500 hours x \$100/hour	\$50,000
Subtotal - Code 40			\$1,142,523

SUPPLIES AND MATERIALS: Code 45

Beginning with the 2005-06 year include computer software, library books and equipment items under \$5,000 per unit.

For earlier years include computer software, library books and equipment items under 1,000 per unit.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Subtotal - Code 45			\$0

TRAVEL EXPENSES: Code 46

Include pupil transportation, conference costs and travel of staff between instructional sites. Specify agency approved mileage rate for travel by personal car or school-owned vehicle.

Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
Subtotal - Code 46			\$0

EMPLOYEE BENEFITS: Code 80

Rates used for project personnel must be the same as those used for other agency personnel.

Benefit		Proposed Expenditure
Social Security		\$25,401
Retirement	New York State Teachers	\$22,689
	New York State Employees	\$18,396
	Other	
Health Insurance		\$80,009
Worker's Compensation		
Unemployment Insurance		\$655
Other (Identify)		
*** Benefits by activity: Activity 16 (learning loss) = \$88,432, Activity 19 = \$58,718		
Subtotal – Code 80		\$147,150

INDIRECT COST: Code 90

A. Modified Direct Cost Base – Sum of all preceding subtotals (codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each subcontract exceeding \$25,000 and any flow through funds)

\$ 554,196 (A)

B. Approved Restricted Indirect Cost Rate

2.1 % (B)

C. (A) x (B) = Total Indirect Cost

Subtotal – Code 90

\$ 11,638 (C)

** 21-22 School Year: \$4,431; 22-23 School Year: \$4,939; 23-24 School Year \$2,268.

PURCHASED SERVICES WITH BOCES: Code 49

Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
Subtotal – Code 49			\$0

MINOR REMODELING: Code 30

Allowable costs include salaries, associated employee benefits, purchased services, and supplies and materials related to alterations to existing sites.

Description of Work To be Performed	Calculation of Cost	Proposed Expenditure
Subtotal – Code 30		\$0

EQUIPMENT: Code 20

Beginning with the 2005-06 year all equipment to be purchased in support of this project with a unit cost of \$5,000 or more should be itemized in this category. Equipment items under \$5,000 should be budgeted under Supplies and Materials, Code 45. Repairs of equipment should be budgeted under Purchased Services, Code 40.

For earlier years the threshold for reporting equipment purchases was \$1,000 or more. Equipment items under \$1,000 should be budgeted under Supplies and Materials.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Subtotal – Code 20			\$0

HELPFUL REMINDERS

- ❖ Check for the required number of copies to be submitted, including the number of original signature copies. The number of copies may vary from program to program. If unsure, contact the State Education Department office responsible for the program for which you are applying.
- ❖ An approved copy of the FS-10 will be returned to the contact person at the address completed on page 1. A window envelope will be used for the return mailing; please make sure that the contact information is accurate, legible, and confined to the address field.
- ❖ Be sure to check your math and carry all subtotals forward to the Summary on Page 8. Simple mathematical errors often require Grants Finance to contact both the local agency and other State Education Department offices, resulting in unnecessary delays in program approval. And remember, use whole dollars only.
- ❖ School districts and BOCES should use the restricted indirect cost rate that has been approved for the school year in which the grant will operate. Most other agencies are subject to a fixed maximum rate depending on the grant program and type of agency. Contact Grants Finance at (518) 474-4815 if you have any questions regarding indirect costs.
- ❖ The modified direct cost used in the calculation of indirect cost must exclude equipment, minor remodeling, the portion of each subcontract exceeding \$25,000 and any flow through funds.
- ❖ Be sure to complete the Agency Code on Page 8 as well as the Project #, if pre-assigned.
- ❖ For Special Legislative projects and Grant Contracts, please enter the Contract #.
- ❖ For ease of data entry at the State Education Department, please make sure that Page 8 faces out.
- ❖ Submit forms to the State Education Department as follows:

Application, FS-10, FS-10-A – Program Office

FS-25, FS-10-F for **Special Legislative Projects** –
Special Legislative Projects Coordinating Team
New York State Education Department
Room 132 Education Building
Albany, New York 12234

FS-25, FS-10-F for other projects –
Grants Finance
New York State Education Department
Room 510W Education Building
Albany, New York 12234

BUDGET SUMMARY

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SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	\$231,519
Support Staff Salaries	16	\$100,527
Purchased Services	40	\$1,142,523
Supplies and Materials	45	\$0
Travel Expenses	46	\$0
Employee Benefits	80	\$147,150
Indirect Cost	90	\$11,638
BOCES Services	49	\$0
Minor Remodeling	30	\$0
Equipment	20	\$0
Grand Total		\$1,633,357

CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

09/29/2021

Date

Michael A. Retzlaff

Signature

Michael Retzlaff, Superintendent of Schools
Name and Title of Chief Administrative Officer

Agency
Code:

0 2 2 9 0 2 0 4 0 0 0 0

Project #:
(If pre-assigned)

5 5 8 0 2 1 0 1 4 0

Contract #:

Federal Employer ID #:
(New non-municipal agencies only)

Agency Name: Bolivar-Richburg Central School District

FOR DEPARTMENT USE ONLY

Funding Dates: / / From To

Program Approval: Date:

Fiscal Year Amount Budgeted First Payment

Voucher #

First Payment

Finance:

Log

Approved

MIR

BUDGET NARRATIVE

LEA: Bolivar-Richburg Central School District	FOR TITLE: ARP-ESSER, Part 2
BEDSCODE: 022902040000	

**** MUST BE SUBMITTED WITH EACH BUDGET IN THE CONSOLIDATED APPLICATION**

If using Transferability, please indicate on the Budget Narrative and FS-10 the amount of funds to be included under transferability in the budget categories where funds will be used. Example: In the Title IIA budget under Code 15 – Transferability - Title I Reading Teacher – FTE.35 - \$15,000.

CODE/ BUDGET CATEGORY	EXPLANATION OF EXPENDITURES IN THIS CATEGORY (as it relates to the program narrative for this title)
Code 15 <i>Professional Salaries</i>	<p>2021-2022 School Year <i>Activity 16 – Learning Loss</i> ARP-ESSER funds will be used to support an Elementary STEAM teacher/coordinator to increase the capacity of the district to address student learning loss resulting from academic interruptions from the pandemic. This position will provide support to students who are struggling with foundational math and literacy skills, promote evidence-based STEAM instructional activities, and provide professional learning in STEAM instructional strategies.</p> <ul style="list-style-type: none"> Elementary STEAM Teacher/Coordinator (1.0 FTE x \$89,976 = \$89,976) <p style="text-align: right;"><i>Subtotal: \$89,976</i></p> <p>2022-2023 School Year <i>Activity 16 – Learning Loss</i> ARP-ESSER funds will be used to support the following position to increase the capacity of the district to address student learning loss resulting from academic interruptions.</p> <ul style="list-style-type: none"> Elementary STEAM Teacher/Coordinator (1.0 FTE x \$98,974 = \$98,974) <p style="text-align: right;"><i>Subtotal: \$98,974</i></p> <p>2023-2024 School Year <i>Activity 16 – Learning Loss</i> ARP-ESSER funds will be used to support the following position to increase the capacity of the district to address student learning loss resulting from academic interruptions.</p> <ul style="list-style-type: none"> Elementary STEAM Teacher/Coordinator (0.437 FTE x \$108,871 = \$47,569) <p style="text-align: right;"><i>Subtotal: \$47,569</i></p> <p style="text-align: right;">TOTAL: \$236,527</p>

CODE/ BUDGET CATEGORY	EXPLANATION OF EXPENDITURES IN THIS CATEGORY (as it relates to the program narrative for this title)
Code 16 <i>Support Staff Salaries</i>	<p>2021-2022 School Year <i>Activity 19</i> Bolivar CSD will utilize ARP-ESSER funds to support the partial salary of a School Nurse to support and implement public health protocols in compliance with NYSDOH and CDC guidelines.</p> <ul style="list-style-type: none"> School Nurse (0.63 FTE x \$60,000 = \$37,800) <p style="text-align: right;"><i>Subtotal: \$37,800</i></p> <p>2022-2023 School Year <i>Activity 19</i> Bolivar CSD will utilize ARP-ESSER funds to support the partial salary of a School Nurse to support and implement public health protocols in compliance with NYSDOH and CDC guidelines.</p> <ul style="list-style-type: none"> School Nurse (0.50 FTE x \$61,800 = \$30,900) <p style="text-align: right;"><i>Subtotal: \$30,900</i></p> <p>2023-2024 School Year <i>Activity 19</i> Bolivar CSD will utilize ARP-ESSER funds to support the partial salary of a School Nurse to support and implement public health protocols in compliance with NYSDOH and CDC guidelines.</p> <ul style="list-style-type: none"> School Nurse (0.50 FTE x \$63,654 = \$31,827) <p style="text-align: right;"><i>Subtotal: \$31,827</i></p> <p style="text-align: right;">TOTAL: \$100,527</p>
Code 40 <i>Purchased Services</i>	<p>2021-2023 School Years <i>Activity 18</i> Bolivar CSD will utilize ARP-ESSER funds to upgrade the HVAC systems to improve air quality in the 2 district schools. Costs include labor and materials.</p> <ul style="list-style-type: none"> <u>Bolivar-Richburg Elementary School</u> – Upgrade to the HVAC systems to include UV disinfection unit replacement (\$200,000) and replacement of roof top unit (RTU) (\$262,465) <u>Bolivar-Richburg Middle/High School</u> - Upgrade to the HVAC systems to include UV disinfection unit replacement (\$150,000) and boiler replacement (\$423,338) <p style="text-align: right;"><i>Subtotal: \$1,035,803</i></p> <p><i>Activity 20</i> The district will contract with RG Timbs, Inc. to facilitate long term fiscal plan development and implementation to assist district in recovering from the pandemic.</p> <ul style="list-style-type: none"> 500 hours x \$100/hour <p style="text-align: right;"><i>Subtotal: \$50,000</i></p> <p>2022-2023 School Year <i>Activity 20</i> The district will contract with RG Timbs, Inc. to facilitate long term fiscal plan development and implementation to assist district in recovering from the pandemic.</p> <ul style="list-style-type: none"> 500 hours x \$100/hour <p style="text-align: right;"><i>Subtotal: \$50,000</i></p> <p style="text-align: right;">TOTAL: \$1,135,803</p>

CODE/ BUDGET CATEGORY	EXPLANATION OF EXPENDITURES IN THIS CATEGORY (as it relates to the program narrative for this title)
Code 45 <i>Supplies and Materials</i>	N/A
Code 46 <i>Travel Expenses</i>	N/A

Code 80 <i>Employee Benefits</i>	<p>2021-2024</p> <p>The district will utilize ARP ESSER to fund the following employee benefits attached to Professional and Support staff positions:</p> <ul style="list-style-type: none"> <i>Social Security</i> \$25,785 <i>NYS Teachers' Retirement</i> \$23,180 <i>NYS Employees' Retirement</i> \$18,396 <i>Health Insurance</i> \$81,501 <p style="text-align: right;">TOTAL: \$148,862</p> <p>** Activity 16 (Learning Loss): \$90,145; Activity 19: \$58,717.</p>
Code 90 <i>Indirect Cost</i>	<p>2.1% Restricted indirect cost rate</p> <p>Modified Direct Cost Base of \$554,196 x 2.1% = \$11,638</p> <p style="text-align: right;">TOTAL: \$11,638</p>
Code 49 <i>BOCES Services</i>	N/A
Code 30 <i>Minor Remodeling</i>	N/A
Code 20 <i>Equipment</i>	N/A

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The University of the State of New York
THE STATE EDUCATION DEPARTMENT
(see instructions for mailing address)

**PROPOSED AMENDMENT FOR
A FEDERAL OR STATE PROJECT
FS-10-A (03/15)**

Agency Name and Address

Bolivar-Richburg Central School District
100 School Street
Bolivar, NY 14715

ARP-ESSER Part 2

Allegany
County

Agency Code:

0	2	2	9	0	2	0	4	0	0	0	0
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Project #:

5	8	8	0	2	1	0	1	4	0
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Amendment #

1

Contract #:

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Contact Person: Jessica Mitchell

Tel. #: 585-928-2933

E-Mail Address: jmittchell@bolivarrichburg.org

INSTRUCTIONS

- ❖ Submit the original and two copies directly to the same State Education Department office where budget was mailed. DO NOT submit this form to Grants Finance.
- ❖ Enter whole dollar amounts only.
- ❖ This form need only be submitted for budget changes that require prior approval as follows:
 - Personnel positions, number and type
 - Equipment items having a unit value of \$5,000 or more, number and type
 - Minor remodeling
 - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
 - Any increase in the total budget amount.
- ❖ Amendment # at top of this page must be completed.
- ❖ Do not use the FS-10-A for requesting a project extension.

CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

.DATE: 3-14-2023

SIGNATURE: Michael A. Retzlaff

Michael Retzlaff, Superintendent of Schools
Chief Administrative Officer

FOR DEPARTMENT USE ONLY

Program Approval: _____ Date: _____

Finance:

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Log

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Approved

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
15 Professional Salaries	<p><u>2021-2023 School Years</u> <i>Activity 16</i> Reduce Elementary STEAM Teacher/Coordinator. Salary costs were less than anticipated. (-\$53,355)</p> <p><u>2022-2023 School Year</u> <i>Activity 16</i> Add Credit Recovery Teaching Assistant to support secondary students at risk of not graduating. (\$25,653 annual salary x 1.0 FTE = \$25,653)</p> <p>Add Special Education/CDOS Teaching Assistant to support special education students at risk of not graduating. (\$25,246 annual salary x 0.93 FTE = \$23,479)</p>		\$4,223
16 Support Staff Salaries			
40 Purchased Services	<p><u>2021-2023 School Years</u> <i>Activity 20</i> Reduce Financial services contract with LG Timbs, Inc. Costs were less than anticipated.</p>		\$40,000
45 Supplies & Materials			
46 Travel Expenses			
80 Employee Benefits	<p><u>2022-2023 School Year</u> <i>Activity 16</i> Increase Employee Benefits to reflect changes in salaried employee positions.</p> <ul style="list-style-type: none"> • FICA (-\$323) • NYS Teachers' Retirement (-\$414) • Health Insurance (\$56,598) 	\$55,861	
90 Indirect Cost	<p><u>2021-2024 School Years</u> Eliminate Indirect costs. District is no longer claiming. (-\$11,638)</p>		\$11,638
49 BOCES Services			

30	Minor Remodeling			
20	Equipment			
Total Increase or Decrease			(+) \$55,861	(-) \$55,861
Net Increase or Decrease			\$0	
Previous Budget Total			\$1,633,357	
Proposed Amended Total			\$1,633,357	